

**Office of Student Pipeline Programs, Johns Hopkins University School of Medicine
Youth/Undergraduate and Summer Opportunities Registration
Cover Sheet/Checklist**

Please submit all required forms in one complete package per student and use this cover sheet for each package.

Participant Full Name (Print): _____

Program Name: _____ Today's Date: _____

The following are the steps to become an approved learner at the Johns Hopkins University School of Medicine. Please check each step if completed.

<p style="text-align: center;"><u>Required Forms</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Online Program Registration Form (completed by program administrator)- http://studentpipeline.jhmi.edu/OverallProgram/ <input type="checkbox"/> Online Participant Registration Form (completed by program administrator)- http://studentpipeline.jhmi.edu/Reg14to17/ (for minors) OR http://studentpipeline.jhmi.edu/RegAdult/ (for adults) <input type="checkbox"/> Johns Hopkins Medical Institutions' ID Form <input type="checkbox"/> Confidentiality Agreement <input type="checkbox"/> Code of Conduct <input type="checkbox"/> Learner Mistreatment Information and Resources Form <input type="checkbox"/> Supervisor/Host Agreement of Expectations <input type="checkbox"/> Parental/Guardian Consent (<i>14-17 years old</i>) <input type="checkbox"/> Teacher Recommendation (<i>14-17 years old</i>) <input type="checkbox"/> Supervisor(s)/Mentor(s) to Minors (<i>14-17 years old</i>): Online Mentor Registration Form (http://studentpipeline.jhmi.edu/MentoringMinors/), Child Safety Training, Criminal Background Check, Signed Adult/Mentor Code of Conduct Form <input type="checkbox"/> Criminal Background Check (<i>18 years old or older</i>): Completion of criminal background check forms via Universal Background Screening <input type="checkbox"/> Proof of Health Insurance (<i>18 years old or older</i>): Copy of health insurance card (front/back) OR any document that verifies that the participant/student is covered by health insurance <input type="checkbox"/> Complete all relevant training/forms pertaining to material/subject use within a lab (<i>e.g. Animal Exposure, Hazardous Materials</i>) 	<p style="text-align: center;"><u>Checklist if using Hopkins Payroll System (required by payroll)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit all relevant forms to the student's youth/undergraduate or summer program human resources department: (Student hire sheet, W-4, MW-507, I-9, and work permit) <input type="checkbox"/> Youth/Undergraduate and Summer Programs Payroll Form (submitted to the Office of Student Pipeline Programs) <hr/> <p style="text-align: center;"><u>Checklist if working with PATIENTS or PATIENT RECORDS</u></p> <p style="text-align: center;"><u>Required by Occupational Health Services</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Proof of immunity for: (1) Measles, Mumps, and Rubella (MMR); (2) Varicella (chicken pox); (3) Hepatitis-B (or signed declination); and (4) Tetanus, Diphtheria, and Pertussis (Tdap) <input type="checkbox"/> Tuberculosis (TB) screening (from Occupational Health Services) OR cleared test verification from student's family doctor <input type="checkbox"/> Proof of having received the influenza vaccine (<i>during flu season only</i>) <input type="checkbox"/> Occupational Health Consent Form (<i>14-17 years old</i>) <input type="checkbox"/> Occupational Health Demographic Form <p style="text-align: center;"><u>Submitted to the Office of Student Pipeline Programs</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Signed Bloodborne Pathogens Form <input type="checkbox"/> Signed Authorization Form (clearance slip) from Occupational Health Services <input type="checkbox"/> HIPAA training certificates showing completion of: (1) Patient Privacy for Workforce Members Training and (2) Electronic Information Security and Data Management Training (<i>Note: these online modules require a JHED ID to access and complete</i>)
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Please return all paperwork to the Office of Student Pipeline Programs: Reed Hall, Room 426 (1620 McElderry Street, Baltimore, MD 21205) or to SOMYouthPrograms@jhmi.edu.